



Basic Course Information

Semester:	Fall 2022	Instructor Name:	Norma M. Villicana
Course Title & #:	POLS 102 - American Government and Politics	Email:	norma.villicana@imperial.edu
CRN #:	10478	Webpage (optional):	
Classroom:	413	Office #:	N/A
Class Dates:	August 15 to December 10	Office Hours:	By Appointment
Class Days:	Tuesday & Thursday	Office Phone #:	(760) 960-1460
Class Times:	11:20 am – 12:45 pm	Emergency Contact:	
Units:	3	Class Format:	In Person

Course Description

This course is designed to be an introduction to American government, its historical foundations, institutions and political processes. We will examine how our political system was designed, how it has changed over time and how public opinion, the media and the "information age" have affected our government institutions and public policy. We will discuss the role and scope of government as it was conceived by the Founders and as it is viewed today. Finally, we will examine current policy issues, weigh the costs and benefits of actions and engage in thoughtful discussion of contemporary policies and actions with a view toward how those issues and actions impact the current political scene. To achieve these objectives, I have chosen a textbook that focuses attention on the role of citizens as key actors in the democratic experiment that we call the United States of America.

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Develop an understanding of civic responsibility. (IL03, IL05)
2. Participate in activities that promote the public good (e.g., the voting process, jury duty, community service. (IL01, IL03, IL05)
3. Examine the election and voting process. (IL02, IL04, IL05)

Course Objectives

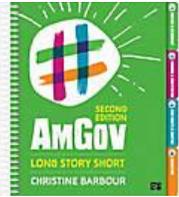
Upon successful completion of this course, you will be able to:

- Explain how government impacts your daily life;
- Recognize and evaluate the basic debates and issues in American government and American political history;
- Explain and critically assess the formal and informal political institutions and their respective roles in American politics;
- Identify and describe the key functions of the three branches of government; and
- Assess the causes and consequences of different forms of political participation, and outline the ways in which individuals and groups can affect political outcomes in the United States.

Textbooks & Other Resources or Links

AmGov: Long Story Short by Christine Barbour 2nd Edition

ISBN 9781071808979



Course Requirements and Instructional Methods

This course will consist of a combination of lectures, class discussions, assigned readings, videos, individual projects, out-of-class assignments, and exams.

Each week you will need to complete the following:

- Read the weekly Chapter(s) as required
- Watch Chapter Videos
- Discussion Board Participation
- Take the weekly quizzes on Canvas. Quizzes must be submitted each week no later than the posted deadline.

Students are expected to arrive promptly at each class session having completed the assigned readings. Students are advised to take notes from lectures as lecture material is stressed on graded assignments. Student study groups are also encouraged.

Course Grading Based on Course Objectives

The final grade will be the total score of all graded course assignments. The graded assignments will consist of weekly quizzes, two multi-chapter unit exams; three written assignments, class participation/attendance and a non-cumulative final exam. The exams and final may include any combination of objective (T/F, multiple choice or fill-in questions, and short answer (definition/identifications). Students are responsible for providing their own text materials.

No make-up assignments or examinations will be granted unless the student can demonstrate legitimate reasons and only if the instructor is immediately notified. Make-up assignments or exams may not be the same as those given at the scheduled time and the instructor retains the right to deduct or disallow points.

ASSIGNMENTS

Quizzes (100 points)

Weekly quizzes covering your reading material will be taken online through Canvas. The quizzes consist of twenty questions and are worth 10 points. Any additional questions or points are EXTRA Credit. Be sure to submit your quiz before the posted deadline. **No late submissions are accepted.**

Discussion Board Participation (200 points)

You will be required to meaningfully contribute to our online discussion board on a regular basis. For each chapter you must respond to each question posted by the instructor AND respond to comments made by at least two of your classmates. The objective should be open and friendly conversation about politics. Also, please note that while you are encouraged to comment on any posted discussion topic at any time throughout the course, **you must comment on each of the week's instructor questions by 11:59 PM Wednesday and you must respond to your fellow student's posts by 11:59 PM Sunday.**

Exams (60 points)

There are two (2) multi-chapter unit exams throughout the semester, each worth 30 points. The exams will cover material presented in the readings, class lectures and multi-media presentations.

Written Assignments (60 points)

Two (2) written assignments will be assigned throughout the semester. Each assignment is worth 30 points and will be based on readings and lectures. Guidelines and instructions for each assignment will be provided at a later date.

Final Exam (50 points)

The final examination will be based on assigned readings and materials. There will be a Final Exam Review one week before the exam.

Extra Credit: Opportunities for extra credit will be announced during the semester.

IMPORTANT DATES:

- Deadline to drop full-term classes without owing fees and/or be eligible for refund – **August 28, 2022.**
- Deadline to drop class with option of a “W” grade – **November 5, 2022.**

General Grading Rubric for Assignments	
A	Focused and clearly organized. Contains advanced critical thinking and content analysis. Convincing evidence is provided to support conclusions. Language is precise and ideas are clearly communicated. Clearly meets or exceeds assignment requirements.
B	Generally focused and contains some development of ideas, but the writing may be simplistic or repetitive. Evidence is provided to support conclusions. May have occasional grammatical errors. Meets assignment requirements.
C	May be somewhat unfocused, underdeveloped, or rambling, but it does have some coherence. Some evidence is provided which supports conclusions. May have several grammatical errors. Meets minimum assignment requirements.
D	Unfocused, underdeveloped, and/or rambling. Minimal evidence is used to support conclusions. May contain serious grammatical errors that prevent an overall understanding. Does not respond appropriately to the assignment.
F	Minimal effort by student. Unfocused, underdeveloped, and/or rambling. May be too short or brief. Evidence is not used to support conclusions. May contain serious grammatical errors that block overall understanding. Does not meet assignment requirements.

Grade Summary Breakdown:

Quizzes (10 x 20 points)	200
Discussion Board Participation (10 x 20 points)	200
Exams (2 x 30)	60
Written Assignments (2 x 30 points)	60
Class Participation	30
Final Exam	50
TOTAL POINTS	600

FINAL GRADES	
540 – 600 points =	A
480 - 539 points =	B
420 – 479 points =	C
360 – 419 points =	D
359 or less points =	F

Course Policies

Attendance and Participation Policy:

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped

Plagiarism and Cheating Policy:

Plagiarism is taking and presenting, as one's own writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic situation. Anyone caught cheating or plagiarizing will receive a zero on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file.

Communication

The best way to contact me is through email. I will generally respond to emails within 24 hours after receiving them. Grades of all assignments will be posted on Canvas.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Other Course Information

Communication

The best way to contact me is through email. I will generally respond to emails within 24 hours after receiving them. Grades of all assignments will be posted on Canvas.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

WEEK	Topic and Readings	Assignments
Week 1 Aug. 16 Aug. 18	<i>Course Overview and Introduction</i> Chapter 1 – <i>Politics and Citizenship</i>	Discussion Board – Module 0 Buy Book: <i>AmGov: Long Story Short</i>
Week 2 Aug. 23 Aug. 25	No Class Chapter 1 – <i>Politics and Citizenship</i>	Discussion Board – Module 1 Quiz #1
Week 3 Aug. 30/Sept. 1	Chapter 2 – <i>The Founding</i> – Part 1	Discussion Board – Module 2
Week 4 Sept. 6/8	Chapter 2 – <i>The Founding</i> – Part 2	Discussion Board – Module 2 Quiz #2
Week 5 Sept. 13/15	Chapter 3 – <i>Civil Liberties & Rights</i> - Part 1	Discussion Board – Module 3
Week 6 Sept. 20/22	Chapter 3 - <i>Civil Liberties & Rights</i> – Part 2	Discussion Board – Module 3 Quiz #3
Week 7 Sept. 27/29	Chapter 4 – <i>Legislative Branch</i> - Part 1	Discussion Board – Module 4 Assignment #1
Week 8 Oct. 4/6	Chapter 4 – <i>Legislative Branch</i> – Part 2	Discussion Board – Module 4 Quiz #4
Week 9 Oct. 11/13	Chapter 5 – <i>Executive Branch</i>	Discussion Board – Module 5 Quiz #5
Week 10 Oct. 18/20	Chapter 6 – <i>Judicial Branch</i>	Discussion Board – Module 6 Quiz #6
Week 11 Oct. 25/27	Chapter 7 – <i>Parties & Interest Groups</i>	Discussion Board – Module 7 Quiz #7
Week 12 Nov. 1/3	Chapter 8 – <i>Public Opinion & Elections</i>	Discussion Board – Module 8 Quiz #8
Nov. 5	Last Day to Drop Class with a “W”	
Week 13 Nov. 8/10	Chapter 9 – <i>Media</i>	Discussion Board – Module 9 Quiz #9
Week 14 Nov. 15-17	Chapter 10 – <i>Domestic & Foreign Policy</i> - Part 1	Discussion Board – Module 10 Assignment #2
Nov. 22-24	Thanksgiving Holiday – No Class	
Week 15 Nov. 29/Dec. 1	Chapter 10 – <i>Domestic & Foreign Policy</i> – Part 2	Discussion Board – Module 10 Quiz #10
Week 17 Dec. 6/8	Course Review and Final Assignment	Final Exam

Subject to change without prior notice